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Workflow Actions

Workflow Actions

Engineering Change Request Workflow System

Workflow:	ECR & Disposition Process	Started:	6/8/22
Document:	ECR No 410	Complete Date:	Still Pending
Special Comments:		Started By:	Drouin, Steven
Brief Description:	RB 92700-10304-041	ECR Type:	Tooling/DSK/GSE Drawing Change
ECR Reason:	* Full Description: Place drawing RB 92700-10304-041 under review for further investigation Change status of parts for dwg RB 92700-10304-041 on hold		

Step Description	Action Description	Action Assigned To	Completed By	Result	Result Note	Step Result
Route ECR	ECR Started	All Permissions EXTERNAL NON DART	6/8/22 1:35 PM	Completed	Auto completion.	Completed
	Select ECR Type	ECR Contributor	Drouin 6/8/22 1:36 PM	Completed		
Engineering Assessment	Evaluate Cost	*ECR Lead**		Skipped	Skipped: due to Immediate quarantine required result	Immediate quarantine required
	Define Priority of Change	*ECR Lead**		Skipped	Skipped: due to Immediate quarantine required result	
	Define Impacts in the effects table (1-5)	*ECR Lead**		Skipped	Skipped: due to Immediate quarantine required result	
	Define if problem will be actioned	*ECR Lead**	Drouin 6/8/22 1:37 PM	Problem Actioned		
	Identify all parts, drawings or documents affected	*ECR Lead**	Drouin 6/8/22 1:37 PM	Completed		

Step Description	Action Description	<input checked="" type="checkbox"/>	Action Assigned To	Completed By	Result	Result Note	Step Result
	Define Initial Disposition Inventory Analysis Page		*ECR Lead**	Drouin 6/8/22 1:37 PM	Completed		
	Review Existing ECRs for same part		*ECR Lead**	Drouin 6/8/22 1:37 PM	Completed		
	Identify desired part status during the review		*ECR Lead**	Drouin 6/8/22 1:37 PM	Completed		
	Urgent Quarantine Required?		*ECR Lead**	Drouin 6/8/22 1:37 PM	Immediate quarantine required		
Immediate Quarantine	Customer Support Notification		User	Drouin 6/8/22 1:37 PM	Completed	Auto completion.	Pending
	Engineering Notification		Engineering	Drouin 6/8/22 1:37 PM	Completed	Auto completion.	
	MAPS Notification		MAPS Team	Drouin 6/8/22 1:37 PM	Completed	Auto completion.	
	Sales Notification		Sales	Drouin 6/8/22 1:37 PM	Completed	Auto completion.	
	Planning Notification		Planning	Drouin 6/8/22 1:37 PM	Completed	Auto completion.	
	Change part status to Under Review To allow the other departments to complete their steps. Once all actions have been completed, another task will be given to change the part status to Hold		Document Control HBY	Gagnon-Donovan, Michelle			
	Put Identified Parts in Quarantine		ECR QC				
	Change part status in our PLM		Document Control HBY	Gagnon-Donovan, Michelle			
	Put product specifications under review		Document Control HBY	Gagnon-Donovan, Michelle			
	Add ECR # to comments and internal warning		Document Control HBY	Gagnon-Donovan, Michelle			
	Add ECR Form to URF Folder		Document Control HBY	Gagnon-Donovan, Michelle			
	Change Drawing Location to Under Review Folder		Document Control HBY	Gagnon-Donovan, Michelle			

Step Description	Action Description	<input checked="" type="checkbox"/>	Action Assigned To	Completed By	Result	Result Note	Step Result
	Stamp each page with Under Review and ECR#		Document Control HBY	Gagnon-Donovan, Michelle			
	Remove drawing from Plex		PEC Supervisor				
	Evaluate if the review has impact on tooling		PEC Supervisor				

Project Notes
